



**CMIPS II
REQUEST FOR PROPOSAL
HHSDC 4130-141A**

**Section 7
DELIVERABLE LIST
ADDENDUM ~~12~~14**

RFP – HHSDC-4130-141A
Case Management, Information and Payrolling System (CMIPS II)
Section 7 – Deliverable List

COLUMN LEGEND

Deliverable	- The name of the specified deliverable
SOW REF	- The paragraph(s) in the Statement of Work (SOW) that references the deliverable
Version	- The version of the deliverable due
Milestone Due	- The milestone that the due date of the deliverable is linked to
Timeframe Due	- The point before (lead) or after (lag) the milestone that the deliverable is due
Updates	- When throughout the project the deliverable is required to be updated and delivered
Regular Updates Suspended	- At what point in the project, with prior State approval, updates to the deliverable will no longer be required

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DELIVERABLE	SOW REF	VERSION	MILESTONE DUE	TIMEFRAME DUE	UPDATES	REGULAR UPDATES SUSPENDED (UPON STATE APPROVAL) AFTER
Adult Programs Branch (APB) Business Change Management Plan	4.5.3.2	Version 1	System Requirements Validation Review	Prior (3 Weeks)	N/A	Coding and Documentation Review
Annual Training Calendar	4.5.4.4.1	Version 1	End of Calendar Year following Post Statewide Implementation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
APB Business Process Gap Analysis	4.5.3.2	Version 1	System Requirements Validation Review	Prior (3 Weeks)	N/A	Post Statewide Implementation Review
Architecture Design Specification (ADS)	4.1.5, 5.7.1	Version 1	General System Design Review	Prior (3 Weeks)	N/A	N/A
<i>Architecture Design Specification (ADS)</i>	4.1.5, 5.7.1	Version 2	Detailed System Design Review	Prior (3 Weeks)	N/A	N/A
<i>Architecture Design Specification (ADS)</i>	4.1.5, 5.7.1	Version per Major Release	Release Readiness Review for each Major Release if ASD is affected	Prior (2 Weeks)	N/A	Final Contract Contracts Termination
Backup and Recovery Plan	3.1.1, 4.4.6, 5.3.3	Version 1	Coding and Documentation Review	Prior (3 Weeks)	Annually	Final Contract Contracts Termination
Basis of Estimate	3.1.2, 3.1.4	Version 1	Project Initiation Review	Prior (1 week)	As required	Final Contract Contracts Termination
Batch Performance Test Materials Packet	4.2.4.2.2	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	N/A
Batch Performance Test Materials Packet	4.2.4.2.2	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Contracts Termination
Batch Performance Test Results Packet	4.2.4.2.2	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	N/A
Batch Performance Test Results Packet	4.2.4.2.2	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Contracts Termination

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Bi-weekly Implementation Status Report	4.5.4.3	Version 1	User Acceptance Test Review	After (2 weeks)	Bi-weekly	Post Statewide Implementation Review
Statewide Business Change Management Plan	3.1.1, 4.3.5.3, 4.5.2, 4.5.3.1	Version 1	System Requirements Validation Review	Prior (3 Weeks)	N/A	N/A
<i>Statewide Business Change Management Plan</i>	3.1.1, 4.5.3.1	Version 2	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
<i>Statewide Business Change Management Plan</i>	3.1.1, 4.5.3.1	Version 3	Release Readiness Review	Prior (3 Weeks)	Annually	Final Contract Contracts Termination
Business Process Gap Analysis	4.5.3.1	Version 1	System Requirements Validation Review	Prior (3 Weeks)	N/A	N/A
Business Process Gap Analysis	4.5.3.1	Version per Major Release	Release Analysis and Design Review for each Major Release	Prior (2 Weeks)	N/A	Final Contract Contracts Termination
Business Services Migration Plan	3.1.1, 4.5.9	Version 1	Integration Testing Review	Prior (3 Weeks)	Monthly	Post Statewide Implementation Review
Business Services Migration WPU	4.3.5.3, 4.5.2, 4.5.9	Version 1	Integration Testing Review	After (2 weeks)	Monthly	Post Statewide Implementation Review
Capacity Management Plan	3.1.1, 4.3.5.3, 4.4.3, 5.7.1	Version 1	Project Initiation Review	Prior (3 Weeks)	Semi-Annually	Final Contract Contracts Termination
Capacity Management Report	4.4.3	Version 1	General System Design Review	Prior (3 Weeks)	Quarterly	Final Contract Contracts Termination
CCB Agendas	3.2.6	Version 1	First Meeting	Prior (2 days)	Weekly	Final Contract Contracts Termination

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CCB Meeting Minutes	3.2.6	Version 1	First Meeting	After (2 days)	Weekly	Final Contract Contracts Termination
CDSS APB Equipment	5.7.5	N/A	System Requirements Validation Review	Within 90 days of Contracts Award and Execution	Every five years	Final Contract Contracts Termination
CDSS APB IT Inventory	4.6.10, 5.7.6	Version 1	Site Implementation	After (1 Week)	Annually	Final Contract Contracts Termination
CDSS Deployment Briefing	4.5.8.1	Version 1	Deployment Readiness Review	Prior (2 Weeks)	N/A	N/A
CDSS Deployment Plan	4.5.8.1	Version 1	CDSS Deployment Readiness Review	Prior (2 Weeks)	N/A	N/A
CDSS Site Readiness Report	4.5.8.3	Version 1	Deployment Readiness Review	Prior (2 Weeks)	N/A	N/A
CDSS Site Specification	4.5.4.3	Version 1	System Requirements Validation Review	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
CDSS Site Specification	4.5.4.3	Version per Release	Release Readiness Review for each Release if CDSS Site is affected	Prior (2 Weeks)	N/A	Final Contract Contracts Termination
Change Management Plan	3.1.1, 3.2.5	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Contracts Termination
CMIPS II DDI Hardware and Software	5.7	N/A	As defined in the Project Master Plan	N/A	N/A	Final Contract Contracts Termination
CMIPS II M&O Hardware and Software	5.7	N/A	As defined in the Project Master Plan	N/A	N/A	Final Contract Contracts Termination
CMIPS II Hardware and Software Inventory	5.7.6	Version 1	Site Implementation	After (1 Week)	Annually	Final Contract Contracts Termination
CMIPS II Production Application	4.2.6	Version per Release	Release Readiness Review for each Release	Prior (1 Week)	Per Release	Post Implementation Review for each Release

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CMIPS II Source Code	4.2.6	Version per Release	Release Readiness Review for each Release	Prior (1 Week)	Per Release	Post Implementation Review for each Release
Coding and Documentation WPU	3.1.2, 4.1.1, 4.3.5.3	Version 1	Detailed System Design Review	Prior (3 Weeks)	Monthly	Coding and Documentation Review
Concept of Operations	4.1.3	Version 1	Contracts Award	After (2 Weeks)	Per Major Release	Final Contract Contracts Termination
Concept of Operations	4.1.3	Version per Major Release	Release Analysis and Design Review for each Major Release	Prior (2 Weeks)	N/A	Final Contract Contracts Termination
Configuration Management Plan	3.1.1, 3.2.5, 3.2.6, 4.5.4.1	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Contracts Termination
Contractor Certification of Successful Batch Performance Test Completion	4.2.4.2.2	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	N/A
Contractor Certification of Successful Batch Performance Test Completion	4.2.4.2.2	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Contracts Termination
Contractor Certification of Successful Functional Test Completion	4.2.4.1	Version 1	Functional Test Review	Prior (3 Weeks)	Per Major Release	Per Release at the Statewide Implementation Review
Contractor Certification of Successful Functional Test Completion	4.2.4.1	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Contracts Termination
Contractor Certification of Successful Integration Test Completion	4.2.3	Version 1	Integration Test Review	Prior (3 Weeks)	N/A	N/A

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Contractor Certification of Successful Integration Test Completion	4.2.3	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Contractor Certification of Successful Online Performance Test Completion	4.2.4.2.1	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	N/A
Contractor Certification of Successful Online Performance Test Completion	4.2.4.2.1	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Contractor Certification of Successful Regression Test Completion	4.2.5	Version 1	Regression Test Review	Prior (3 Weeks)	Per Release	Per Release at the Statewide Implementation Review
Contractor Certification of Successful Regression Test Completion	4.2.5	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Contractor Certification of Successful Stress Test Completion	4.2.4.2.3	Version 1	Functional Test Review	Prior (3 Weeks)	As Triggered by Performance Testing	Final Contract Final Contracts Termination
Contractor Certification of Successful Unit Test Completion	4.2.2	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
Contractor Certification of Successful Unit Test Completion	4.2.2	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Corrective Action Plan (CAP)	3.1.1, 3.2.1.5, 3.2.3.3, 3.2.9, 5.3.4.3	Version 1	As Approved by the State	As Approved by the State	As Approved by the State	Not Applicable
COTS Software Design Description (CSDD)	4.1.4	Version 1	General System Design Review	Prior (3 Weeks)	N/A	N/A

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COTS Software Design Description (CSDD)	4.1.4	Version 2	Detailed System Design Review	Prior (3 Weeks)	N/A	N/A
COTS Software Design Description (CSDD)	4.1.4	Version per Release	Release Analysis and Design Review for each Release where COTS Software is affected	Prior (3 Weeks)	N/A	Final Contracts Termination
County Deployment Briefing Agenda	4.5.7.1	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	N/A
<i>County Deployment Briefing Agenda</i>	4.5.7.1	Version 2	Release Readiness Review	Prior (3 Weeks)	N/A	N/A
<i>County Deployment Briefing Agenda</i>	4.5.7.1	Version per County	Each County Deployment Briefing	Prior (1 Weeks)	N/A	N/A
County Deployment Briefing	4.5.7.1	Version 1	Release Readiness Review	Prior (3 Weeks)	N/A	N/A
County Deployment Briefing	4.5.7.1	Version per County	Each County Deployment Readiness Review	Prior (4 Weeks)	N/A	N/A
County Deployment Plan Template	4.5.7.1	Version 1	General System Design Review	Prior (3 Weeks)	N/A	N/A
<i>County Deployment Plan Template</i>	4.5.7.1	Version 2	Functional Test Review	Prior (3 Weeks)	N/A	N/A
County Deployment Work Plan Update Template	4.5.7.1, 4.3.5.3, 4.5.2	Version 1	General System Design	Prior (3 Weeks)	N/A	N/A
<i>County Deployment Work Plan Update Template</i>	4.5.7.1, 4.3.5.3, 4.5.2	Version 2	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
County Site Specification	4.5.4.3	Version 1	System Requirements Validation Review	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review

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County Site Specification	4.5.4.3	Version per Release	Release Readiness Review for each Release if County Site is affected	Prior (2 Weeks)	Per Major Release	Final Contract Final Contracts Termination
County Specific Deployment WPU	4.5.7.1	Version 1	Each County Deployment Readiness Review	Prior (5 months)	Each county rollout during	Post Statewide Implementation Review
Customer Service Plan	4.4.9	Version 1	General System Design Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Daily Production Status Report	4.4.10	Version 1	Second day of Pilot Operations	Before 9 am	Daily before 9 am	Final Contract Final Contracts Termination
Data Archive Plan	4.4.7	Version 1	Detailed System Design Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Data Center Site Specification	4.5.4.3	Version 1	System Requirements Validation Review	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
Data Center Site Specification	4.5.4.3	Version per Release	Release Readiness Review for each Release if Data Center Site is affected	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Data Cleanup Plan	3.1.1, 4.3.5.3, 4.5.4.1	Version 1	System Requirements Validation Review	Prior (3 Weeks)	Monthly	Post Statewide Implementation Review
Data Cleanup Plan	3.1.1, 4.3.5.3, 4.5.4.1	Version per Major Release	Release Initiation and Planning Meeting for each Major Release requiring Data Cleanup	Prior (2 Weeks)	Monthly	Post Statewide Implementation Review for the Major Release
Data Cleanup WPU	4.3.5.3, 4.5.2, 4.5.4.1	Version 1	System Requirements Validation Review	Prior (3 Weeks)	Monthly	Post Statewide Implementation Review

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Data Conversion Plan	3.1.1, 4.3.5.3, 4.5.4.2	Version 1	System Requirements Validation Review	Prior (3 Weeks)	Monthly	Post Statewide Implementation Review
Data Conversion Plan	3.1.1, 4.3.5.3, 4.5.4.2	Version per Major Release	Release Initiation and Planning Meeting for each Major Release requiring Data Conversion	Prior (2 Weeks)	Monthly	Post Statewide Implementation Review for the Major Release
Data Conversion WPU	4.3.5.3, 4.5.2, 4.5.4.2	Version 1	System Requirements Validation Review	Prior (3 Weeks)	Monthly	Post Statewide Implementation Review
Data Distribution Plan (DDP)	4.4.2	Version 1	Coding and documentation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Database Design Description (DDD)	4.1.6, 4.1.7	Version 1	Detailed System Design Review	Prior (3 Weeks)	N/A	N/A
<i>Database Design Description (DDD)</i>	4.1.6, 4.1.7	Version 2	Release Readiness Review during the DDI phase	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
<i>Database Design Description (DDD)</i>	4.1.6, 4.1.7	Version per Release	Release Analysis and Design Review for each Release	Prior (2 Weeks)	Release Readiness Review for each Release	Final Contract Final Contracts Termination
Deliverable Expectation Documents (DED)	3.2.3.1	Version per deliverable	As defined in the Project Master Plan for every deliverable	N/A	N/A	Final Contract Final Contracts Termination
Detailed System Design (DSD)	4.1.6, 4.1.7	Version 1	Detailed System Design Review	Prior (3 Weeks)	N/A	N/A
<i>Detailed System Design (DSD)</i>	4.1.6, 4.1.7	Version 2	Release Readiness Review during the DDI phase	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review

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<i>Detailed System Design (DSD)</i>	4.1.6, 4.1.7	Version per Release	Release Analysis and Design Review for each Release if DSD if affected	Prior (2 Weeks)	Release Readiness Review for each Release	Final Contract Final Contracts Termination
Detailed System Design WPU	3.1.2, 4.1.1, 4.3.5.3	Version 1	General System Design Review	Prior (3 Weeks)	Monthly	Detailed System Design Review
Disaster Recovery Plan (DRP)	3.1.1, 4.4.8	Version 1	General System Design Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Document Management Plan	3.1.1, 3.2.3.1, 3.2.5, 5.2	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Disaster Recovery Plan (DRP) Results	4.4.8	Version 1	User Acceptance Test Review	Prior (1 week)	Bi-Annually	Final Contract Final Contracts Termination
Exception Release Request	4.3.5.5	Version 1	Each Exception Release	Prior (1 week)	Per Incident	Final Contract Final Contracts Termination
Forms Improvement Report	5.5	Version 1	Post Statewide Implementation Review	After (16 Weeks)	Annually	Final Contract Final Contracts Termination
Functional and Physical Configuration Audit (FPCA) Report	3.2.6, 4.2.6	Version 1	Release Readiness Review	Prior (3 days)	N/A	Post Statewide Implementation Review
Functional and Physical Configuration Audit (FPCA) Report	3.2.6, 4.2.6	Version per Release	Post Statewide Implementation Review for each Release	Prior (3 days)	Per Major Release	Final Contract Final Contracts Termination
Functional Test Materials Packet	4.2.4.1	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	N/A
Functional Test Materials Packet	4.2.4.1	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Functional Test Phase Work Plan Update (WPU)	4.2.1	Version 1	Coding and Documentation Review	Prior (3 Weeks)	Monthly	Functional Test Review

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Functional Test Results Packet	4.2.4.1	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	N/A
Functional Test Results Packet	4.2.4.1	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Functional Test/Functional Requirements Traceability Matrix	4.2.4.1	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	N/A
Functional Test/Functional Requirements Traceability Matrix	4.2.4.1	Version per Major Release	Release Test Review for each Major Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
General System Design (GSD)	4.1.4	Version 1	General System Design Review	Prior (3 Weeks)	N/A	N/A
<i>General System Design (GSD)</i>	4.1.4	Version 2	Detailed System Design Review	Prior (3 Weeks)	N/A	N/A
<i>General System Design (GSD)</i>	4.1.4	Version per Major Release	Release Readiness Review for each Major Release if GSD is affected	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
General System Design WPU	3.1.2, 4.1.1, 4.3.5.3	Version 1	System Requirements Validation Review	Prior (3 Weeks)	Monthly	General System Design Review
General System Design WPU	3.1.2, 4.1.1, 4.3.5.3	Version per Major Release	Release Readiness Review for each Major Release if GSD is affected	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Help Desk Procedures	4.1.7	Version 1	Integration Testing Review	Prior (3 Weeks)	Quarterly	Final Contract Final Contracts Termination
Integration Test Materials Packet	4.2.3	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
Integration Test Materials Packet	4.2.3	Version per Release	Release Readiness Review per Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination

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Integration Test Phase WPU	4.2.1	Version 1	Coding and Documentation Review	Prior (3 Weeks)	Monthly	Integration Test Review
Integration Test Results Packet	4.2.3	Version 1	Integration Test Review	Prior (3 Weeks)	Per Release	Per Release at the Statewide Implementation Review
Integration Test Results Packet	4.2.3	Version per Release	Release Readiness Review per Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Integration Test/Functional Requirements Traceability Matrix	4.2.3	Version 1	Integration Test Review	Prior (3 Weeks)	N/A	N/A
Integration Test/Functional Requirements Traceability Matrix	4.2.3	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Interface Design Description (IDD)	4.1.4	Version 1	General System Design Review	Prior (3 Weeks)	N/A	N/A
<i>Interface Design Description (IDD)</i>	4.1.4	Version 2	Detailed System Design Review	Prior (3 Weeks)	N/A	N/A
<i>Interface Design Description (IDD)</i>	4.1.4	Version per Release	Release Analysis and Design Review for each Release where interfaces are affected	Prior (3 Weeks)	N/A	Final Contract Final Contracts Termination
Issue Management Plan	3.1.1, 3.2.4	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Legal Impact Analysis Report	4.6.11	Version 1	Per Request	Per Request	Per Request	N/A
Logical Database Design (LDD)	4.1.4	Version 1	General System Design Review	Prior (3 Weeks)	N/A	N/A
<i>Logical Database Design (LDD)</i>	4.1.4	Version 2	Detailed System Design Review	Prior (3 Weeks)	N/A	N/A

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<i>Logical Database Design (LDD)</i>	4.1.4	Version per Release	Release Analysis and Design Review for each Release where the database design is affected.	Prior (3 Weeks)	Per Major Release	Final Contract Final Contracts Termination
Master Contact and Informational Database	5.1	Version 1	Project Initiation Review	After (4 weeks)	Quarterly	Final Contract Final Contracts Termination
Master Work Plan	3.1.1, 3.1.2, 3.2.3.3	Version 1	Project Initiation Review	Prior (3 Weeks)	Monthly	Final Contract Final Contracts Termination
Metrics Plan	3.1.1, 3.2.8	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Milestone Schedule Summary	3.1.3	Version 1	Contracts Award	After (2 Weeks)	Monthly	Final Contract Final Contracts Termination
Modification Record	4.3.1, 4.3.3, 4.3.5.2, 4.3.5.4, 4.3.5.5	Version per Release	Readiness Review for each Release	Prior (2 Weeks)	Per Request	Post Statewide Implementation Review for each Release

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Monthly Project Status Reports	3.1.3, 3.2.1.5, 3.2.2.1, 3.2.3.4, 3.2.4, 3.2.5, 3.2.6, 3.2.7, 3.2.8, 3.2.9, 4.1.8, 4.2.7, 4.3.5.6, 4.4.4, 4.4.10, 4.5.3.1, 4.5.3.2, 4.5.4.1, 4.5.4.2, 4.5.4.3, 4.5.4.4, 4.5.4.6, 4.5.7.2, 4.5.8.2, 4.5.9, 4.5.11, 4.6.3, 4.6.12, 5.3.5, 5.7.2, 5.7.3	Version 1	Contracts Award	After (4 weeks)	Monthly	Final Contract Final Contracts Termination

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Online Performance Test Materials Packet	4.2.4.2.1	Version 1	Integration Test Review	Prior (3 Weeks)	N/A	N/A
Online Performance Test Materials Packet	4.2.4.2.1	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Online Performance Test Results Packet	4.2.4.2.1	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	N/A
Online Performance Test Results Packet	4.2.4.2.1	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Operations Management Report	4.4.1, 4.4.4, 4.4.10, 4.5.6, 4.6.3.7	Version 1	End of the first calendar month during Pilot Operation.	Prior (3 Weeks)	Monthly	Final Contract Final Contracts Termination
Operations Manual	4.4.1	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	N/A
Operations Manual	4.4.1	Version per Release	Release Readiness Review for each Release where the Operations Manual is affected	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Operations Plan	3.1.1, 4.3.5.3, 4.4.1, 4.4.4, 4.4.6	Version 1	Functional Test Review	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
Operations Plan	3.1.1, 4.3.5.3, 4.4.1, 4.4.4, 4.4.6	Version per Release	Release Readiness Review per Release where the Operations Plan is affected	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination

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PCMB Meeting Minutes	3.2.5	Version 1	First Meeting	After (2 days)	Weekly	Final Contract Final Contracts Termination
Pilot Operation Phase WPU	4.2.1	Version 1	Integration Test Review	Prior (3 Weeks)	Weekly	Release Readiness Review
Pilot Operation Plan	3.1.1, 4.5.6	Version 1	User Acceptance Test Review	Prior (3 Weeks)	N/A	Post Statewide Implementation Review
Pilot Operations Review Report	4.5.6	Version 1	Pilot Operation Review	Prior (3 Weeks)	N/A	Pilot Operation Review
Post County Implementation Review Report	4.5.10	Version 1	Post County Implementation Review	Prior (3 days)	N/A	N/A
Post Installation Verification Test Plan	4.2.6	Version per Release	Release Readiness Review for each Release	Prior (1 Week)	Per Release	Post Statewide Implementation Review for each Release
Post Statewide Implementation Review Report	4.5.10	Version 1	Post Statewide Implementation Review	Prior (1 Week)	N/A	N/A
Post Statewide Implementation Review Report	4.5.10	Version per Release	Post Statewide Implementation Review for each Release	Prior (1 Week)	N/A	Final Contract Final Contracts Termination
Process Assurance Plan	3.1.1, 5.3.3	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Process Assurance WPU	5.3.1, 5.3.3	Version 1	Project Initiation Review	Prior (3 Weeks)	Monthly	Final Contract Final Contracts Termination
Process Audit Reports	5.3.3	Version 1	System Requirements Validation Review	Prior (3 Weeks)	Semi-Annually	Final Contract Final Contracts Termination
Process Improvement Plan	3.1.1, 5.5	Version 1	General System Design Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Process Improvement Report	5.5	Version 1	Each Process Improvement Effort	After (2 Weeks)	Annually	Final Contract Final Contracts Termination
Program Support Plan	4.6.1	Version 1	General System Design Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination

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Project Change Management Board (PCMB) Agendas	3.2.5	Version 1	First Meeting	Prior (2 days)	Weekly	Final Contract Final Contracts Termination
Project Closeout Plan	3.1.1, 3.4	Version 1	Post Statewide Implementation Review	After (1 Year)	Annually	Final Contract Final Contracts Termination
Project Closeout WPU	3.1.2, 3.4	Version 1	Final Contract Final Contracts Termination	Prior (11 months)	Monthly	Final Contract Final Contracts Termination
Project Communication Plan	3.1.1, 4.5.2, 4.5.6, 5.1	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Project Initiation WPU	3.1.2, 3.3	Version 1	Contracts Award	After (2 weeks)	Monthly	Project Initiation Review
Project Maintenance Plan	3.1.1, 4.3.2, 5.7.2, 5.7.3	Version 1	User Acceptance Test Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Project Master Plan (PMP)	3.1.1, 3.1.3, 3.1.4, 3.3, 3.4, 4.1.1	Version 1	Project Initiation Review	Prior (1 week)	Annually	Final Contract Final Contracts Termination
Project Service Request	3.2.5, 4.6.9	N/A	Per Request	Within 10 days of request	Per Request	N/A
Project Staffing Plan	3.1.1, 3.2.2.1, 4.3.5.3	Version 1	Project Initiation Review	Prior (1 week)	Quarterly	Final Contract Final Contracts Termination
Public Outreach Materials	4.5.4.6	Version 1	Functional Test Review	Prior (3 Weeks)	N/A	Post Statewide Implementation Review

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Public Outreach Materials	4.5.4.6	Version per Release	Release Readiness Review for each Release where Public Outreach material is affected	Prior (3 Weeks)	Per Major Release	Final Contract Final Contracts Termination
Public Outreach Plan	4.5.4.6	Version 1	Coding and Documentation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Public Outreach Plan	4.5.4.6	Version per Release	Release Readiness Review for each Release where new Public Outreach is necessary	Prior (3 Weeks)	N/A	Final Contract Final Contracts Termination
Quality Assurance (QA) Plan	3.1.1, 3.2.3.1, 4.3.5.3, 5.3.1	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Quality Assurance Monthly Release Report	4.3.5.4	Version 1	First Configuration Control Board (CCB) after User Acceptance Test Review	Prior (3 days)	Monthly	Final Contract Final Contracts Termination
Quality Assurance WPU	3.1.2, 5.3.1	Version 1	Project Initiation Review	Prior (3 Weeks)	Monthly	Final Contract Final Contracts Termination
Regression Test Materials Packet	4.2.5	Version 1	Regression Test Review	Prior (3 weeks)	N/A	N/A
Regression Test Materials Packet	4.2.5	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Regression Test Results Packet	4.2.5	Version 1	Regression Test Review	Prior (3 Weeks)	N/A	N/A
Regression Test Results Packet	4.2.5	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Regression Test/Functional Requirements Traceability Matrix	4.2.5	Version 1	Regression Test Review	Prior (3 weeks)	N/A	N/A

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Regression Test/Functional Requirements Traceability Matrix	4.2.5	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Release Back-Out Plan	4.2.6, 4.5.5	Version per Release	Release Readiness Review for each Release	Prior (1 Week)	Per Release	Post Statewide Implementation Review for each Release
Release Installation Procedures	4.2.6	Version 1	Release Readiness Review	Prior (1 week)	Per Release	Post Statewide Implementation Review for each Release
Release Installation Procedures	4.5.5	Version 1	Release Readiness Review	Prior (2 Days)	N/A	Final Contract Final Contracts Termination
Release Management Plan	3.1.1, 4.3.5.1, 4.3.5.3, 4.3.5.4, 4.5.4.4.4	Version 1	Detailed System Design Review	Prior (3 Weeks)	N/A	N/A
<i>Release Management Plan</i>	3.1.1, 4.3.5.1, 4.3.5.3, 4.3.5.4, 4.5.4.4.4	Version 2	User Acceptance Test Review	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review for each Release
<i>Release Management Plan</i>	3.1.1, 4.3.5.1, 4.3.5.3, 4.3.5.4, 4.5.4.4.4	Version per Release	Initiation and Planning Meeting for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination

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Release Management WPU	3.1.2, 4.1.1, 4.3.5.1, 4.3.5.3, 4.3.5.4, 4.3.5.6, 4.5.4.4.4	Version per Release	Release Initiation and Planning Meeting for each Release	Prior (3 Weeks)	Weekly until the Post Statewide Implementation Review for the Release	Final Contract Final Contracts Termination
Risk Management Plan	3.1.1, 3.2.7	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Security Incident Report	4.4.5	Per-Incident	Project Initiation Review	Prior (3 Weeks)	Per-Incident	Final Contract Final Contracts Termination
Self-Paced User Training Solution	4.5.4.4.4	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
<i>Self-Paced User Training Solution</i>	4.5.4.4.4	Version 2	Functional Testing Review	Prior (3 Weeks)	N/A	N/A
<i>Self-Paced User Training Solution</i>	4.5.4.4.4	Version 3	Release Readiness Review during DDI phase	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
<i>Self-Paced User Training Solution</i>	4.5.4.4.4	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Site Readiness Report	4.5.7.3	Version 1	Deployment Readiness Review	Prior (1 Week)	N/A	N/A
Software Engineering Standards (SES)	4.1.7	Version 1	Detailed System Design Review	Prior (3 Weeks)	Quarterly	Final Contract Final Contracts Termination
Software Requirements Specification	4.1.2	Version 1	System Requirements Validation Review	Prior (3 Weeks)	N/A	Detailed System Design Review
<i>Software Requirements Specification</i>	4.1.2	Version 2	Detailed System Design Review	Prior (3 Weeks)	N/A	Post Statewide Implementation Review

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<i>Software Requirements Specification</i>	4.1.2	Version 3	Release Readiness Review during the DDI phase	Prior (3 Weeks)	Monthly if there are changes approved by the PCMP	Post Statewide Implementation Review
<i>Software Requirements Specification</i>	4.1.2	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Statewide Implementation Plan	3.1.1, 4.3.5.3, 4.5.2, 4.5.4.1, 4.5.4.3, 4.5.4.4.1, 4.5.6, 4.5.7.1, 4.5.7.2, 4.5.8.1, 4.5.8.2, 4.5.11	Version 1	System Requirements Validation Review	Prior (3 Weeks)	N/A	N/A
<i>Statewide Implementation Plan</i>	3.1.1, 4.5.2, 4.5.4.1	Version 2	General System Design Review	Prior (3 Weeks)	N/A	N/A
<i>Statewide Implementation Plan</i>	3.1.1, 4.5.2	Version 3	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
<i>Statewide Implementation Plan</i>	3.1.1, 4.5.2	Version 4	Release Readiness Review during DDI phase	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
<i>Statewide Implementation Plan</i>	3.1.1, 4.5.2	Version per Major Release	Release Readiness Review for each Major Release	Prior (3 Weeks)	Per Major Release	Final Contract Final Contracts Termination

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Statewide Implementation WPU	3.1.2, 4.3.5.3, 4.5.2, 4.5.7.1, 4.5.8.1	Version 1	System Requirements Validation Review	Prior (3 Weeks)	N/A	N/A
<i>Statewide Implementation WPU</i>	3.1.2, 4.5.2	Version 2	General System Design Review	Prior (3 Weeks)	N/A	N/A
<i>Statewide Implementation WPU</i>	3.1.2, 4.5.2	Version 3	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
<i>Statewide Implementation WPU</i>	3.1.2, 4.5.2	Version per Release	Release Readiness Review for each Release	Prior (3 Weeks)	Monthly until Post Statewide Implementation Review for the Release	Final Contract Final Contracts Termination
Statewide Policy Impact Plan	4.5.3.2	Version 1	General System Design Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Statewide Site Preparation WPU	4.3.5.3, 4.5.2, 4.5.4.3	Version 1	System Requirements Validation Review	Prior (3 Weeks)	Monthly	Post Statewide Implementation Review
Stress Test Materials Packet	4.2.4.2.3	Version 1	Integration Test Review	Prior (3 Weeks)	As Triggered by Performance Testing	Final Contract Final Contracts Termination
Stress Test Results Packet	4.2.4.2.3	Version 1	Functional Test Review	Prior (3 Weeks)	As Triggered by Performance Testing	Final Contract Final Contracts Termination
Subcontractor Management Plan	3.1.1, 5.4	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
SyRS Evaluation Report	4.1.2	Version 1	System Requirements Validation Review	Prior (3 Weeks)	N/A	Post Statewide Implementation Review

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SyRS Evaluation Report	4.1.2	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
System Administration Procedures	4.1.7	Version 1	Coding and Documentation Review	Prior (3 Weeks)	Quarterly	Final Contract Final Contracts Termination
System Development Plan	3.1.1, 4.1.1, 4.5.4.1, 4.5.4.2	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
System Performance Test WPU	4.2.1	Version 1	Coding and Documentation Review	Prior (3 Weeks)	Monthly	Release Readiness Review
System Requirement Validation WPU	3.1.2, 4.1.1, 4.3.5.3	Version 1	Project Initiation Review	Prior (3 Weeks)	Monthly	System Requirements Validation Review
System Security Plan	3.1.1, 4.4.5, 5.3.3	Version 1	General System Design Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
System Service Request	3.2.5, 4.3.1, 4.3.3, 4.3.5	Version 1	Per Request	Within 10 days of request	Per Request	Not Applicable
System Software Functional Sizing Report	3.1.4	Version 1	System Requirements Validation Review	Prior (3 Weeks)	Release Readiness Review during the DDI phase	Post Statewide Implementation Review
System Software Functional Sizing Report	3.1.4	Version per Major Release	Release Initiation and Planning Meeting for each Release	Prior (3 Weeks)	Release Readiness Review for each Release	Final Contract Final Contracts Termination

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System Test Plan	3.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4.1, 4.3.5.3	Version 1	General System Design Review	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
System Test Plan	3.1.1, 4.2.1, 4.2.2, 4.2.3, 4.2.4.1, 4.3.5.3	Version per Major Release	Release Analysis and Design Review for each Major Release	Prior (3 Weeks)	Release Readiness Review for each Major Release	Final Contract Final Contracts Termination
System Test WPU	3.1.2, 4.2.1, 4.3.5.3	Version 1	General System Design Review	Prior (3 Weeks)	Monthly	Release Readiness Review during the DDI phase
System Test WPU	3.1.2, 4.2.1, 4.3.5.3	Version per Release	Release Initiation and Planning Meeting for each Release	Prior (2 Weeks)	Weekly until the Release Readiness Review for the Release	Final Contract Final Contracts Termination
Technical Review Reports	5.3.4	Version 1	System Requirements Validation Review	Prior (3 Weeks)	Semi-Annually	Final Contract Final Contracts Termination
Test and Evaluation Master Plan (TEMP)	3.1.1, 4.2.1, 4.2.4.1, 5.3.2	Version 1	System Requirements Validation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Training Environment Technical Guide	4.2.4.4	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
Training Environment Technical Guide	4.2.4.4	Version 2	Functional Testing Review	Prior (3 Weeks)	N/A	N/A

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Training Environment Technical Guide	4.2.4.4	Version 3	Release Readiness Review during DDI phase	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
Training Environment Technical Guide	4.2.4.4	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Training Environment User's Guide	4.2.4.4	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
Training Environment User's Guide	4.2.4.4	Version 2	Functional Testing Review	Prior (3 Weeks)	N/A	N/A
Training Environment User's Guide	4.2.4.4	Version 3	Release Readiness Review during DDI phase	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
Training Environment User's Guide	4.2.4.4	Versions per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Training Environment User's Scripts	4.2.4.4	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
Training Environment User's Scripts	4.2.4.4	Version 2	Functional Testing Review	Prior (3 Weeks)	N/A	N/A
Training Environment User's Scripts	4.2.4.4	Version 3	Release Readiness Review during DDI phase	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
Training Environment User's Scripts	4.2.4.4	Versions per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Training Materials	4.5.4.4.1, 4.5.4.5	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
<i>Training Materials</i>	4.5.4.4.1, 4.5.4.5	Version 2	Functional Testing Review	Prior (3 Weeks)	N/A	N/A

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<i>Training Materials</i>	4.5.4.4.1, 4.5.4.5	Version 3	Release Readiness Review	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
<i>Training Materials</i>	4.5.4.4.1, 4.5.4.5	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
Training Plan	3.1.1, 4.3.5.3, 4.5.4.4.1	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
<i>Training Plan</i>	3.1.1, 4.3.5.3, 4.5.4.4.1	Version 2	Functional Testing Review	Prior (3 Weeks)	N/A	N/A
<i>Training Plan</i>	3.1.1, 4.3.5.3, 4.5.4.4.1	Version 3	Release Readiness Review	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
<i>Training Plan</i>	3.1.1, 4.3.5.3, 4.5.4.4.1	Per Major Release	Release Readiness Review for each Major Release	Prior (2 Weeks)	As triggered by changes approved by the PCMB	Final Contract Final Contracts Termination
Training WPU	4.3.5.3, 4.5.2, 4.5.4.4.1	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	Final Contract Final Contracts Termination
Training WPU	4.3.5.3, 4.5.2, 4.5.4.4.1	Version 2	Release Readiness Review during DDI phase	Prior (3 Weeks)	N/A	Post Statewide Implementation Review
Training WPU	4.3.5.3, 4.5.2, 4.5.4.4.1	Per Major Release	Release Readiness Review for each Major Release	Prior (2 Weeks)	As triggered by changes approved by the PCMB	Final Contract Final Contracts Termination
Unit Test Phase WPU	4.2.1	Version 1	Coding and Documentation Review	Prior (3 Weeks)	Monthly	Integration Test Review

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Unit Test Results Packet	4.2.2	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
Unit Test Results Packet	4.2.2	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
User Acceptance Test Materials Packet	4.2.4.3	Version 1	User Acceptance Test Review	Prior (3 Weeks)	N/A	N/A
User Acceptance Test Materials Packet	4.2.4.3	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
User Acceptance Test Phase WPU	4.2.1	Version 1	Functional Test Review	Prior (3 Weeks)	Monthly	Release Readiness Review
User Acceptance Test Results Packet	4.2.4.3	Version 1	User Acceptance Test Review	Prior (3 Weeks)	N/A	N/A
User Acceptance Test Results Packet	4.2.4.3	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
User Acceptance Test/Functional Requirements Traceability Matrix	4.2.4.3	Version 1	User Acceptance Test Review	Prior (3 Weeks)	Per Release	Per Release at the Statewide Implementation Review
User Acceptance Test/Functional Requirements Traceability Matrix	4.2.4.3	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	N/A	Final Contract Final Contracts Termination
User's Manual	4.1.7	Version 1	Coding and Documentation Review	Prior (3 Weeks)	N/A	N/A
<i>User's Manual</i>	4.1.7	Version 2	Functional Test Review	Prior (3 Weeks)	N/A	N/A
<i>User's Manual</i>	4.1.7	Version 3	Release Readiness Review during DDI phase	Prior (3 Weeks)	As triggered by changes approved by the PCMB	Post Statewide Implementation Review
<i>User's Manual</i>	4.1.7	Version per Release	Release Readiness Review for each Release	Prior (2 Weeks)	Per Major Release	Final Contract Final Contracts Termination

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Verification and Validation Plan	3.1.1, 5.3.2, 5.3.4.1	Version 1	Project Initiation Review	Prior (3 Weeks)	Annually	Final Contract Final Contracts Termination
Verification and Validation WPU	5.3.1, 5.3.2	Version 1	Project Initiation Review	Prior (3 Weeks)	Monthly	Final Contract Final Contracts Termination
Weekly Schedule and Supporting MS Project Files	3.2.8	Version 1	Project Initiation Review	Prior (3 Weeks)	Weekly	Final Contract Final Contracts Termination